



FORMAL COMMUNICATION

TO: Regional Operators
IPIC
Regional Coordinators

FROM: Nate Klinck, Director *NK*
Center of Excellence
Career Services

DATE: October 5, 2006

Workforce Investment Act – Technical Assistance Bulletin WIA – TAB 2006-01

Clarification on DWD Communication 2005-26

Additional clarification is being provided concerning DWD Communication 2005-26. The policy addresses the issue of assessing different categories of participants/enrollees. The policy intends to strengthen coordination between the Workforce Investment Act and Trade Adjustment Assistance participants as both funding sources are requiring the same assessments. Also, an integral part of workforce development is ensuring individuals have, at a minimum, the basic foundation for learning new skills. Through the use of the TABE or CASAS, workforce development staff can assist clients in obtaining that minimum base.

- The policy addresses those individuals in need of Workforce Investment Act services beyond core or Trade Adjustment Assistance participants in need of training to return to work. It is these individuals who are to be assessed. The assessment needs to occur prior to developing the training plan.
- Those same individuals (both Workforce Investment Act and Trade Adjustment Assistance) will already have a full application in TrackOne.
- The policy requires the full use of either the TABE or CASAS. The Department of Workforce Development supports the use of additional assessments such as WorkKeys, but WorkKeys is to be used in addition to the TABE or CASAS.

- Questions concerning the assessment requirement may be addressed to Jennifer Biddle, Planning Analyst, at 317/232-7459 or by email at jbiddle@dwd.in.gov.

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